



Butte College Small Business Development Center (SBDC) QuickBooks Business Management Series



Butte College Small Business Development Center offers in-depth business management trainings and one-on-one business consulting in all areas of business management including bookkeeping. Our QuickBooks trainings are designed to teach you management skills that will enable you to effectively operate your business - from Introduction, to Basics, Payroll, and Advanced. This include cash flow management, and application of technology for profitable financial management results. QuickBooks can be an easy tool to use for managing your financials; but as is with everything, what you put in is what you get out! Our trainer is a CPA & QuickBooks ProAdvisor. Trainings include manual to take home for practice & use as a guide.

QuickBooks I, II, III, and IV Series

Date: Tuesday Mornings, November 6, 13, 20, & 27, 2018
Time: 8:30am - 10:30am
Cost: \$120 per person prepaid, \$130 at the door (Pre-registration is required)
Location: Butte College SBDC, 2480 Notre Dame Blvd, Chico

This 4-part QuickBooks (QB) series begins with how QB work, getting around, learning common accounting terms used by QB, creating new company file, setting preferences, entering new customers, vendors, accounts, & items, backing up your data, & basis accounting, & reviewing basic Balance Sheet, P&L, & Cash Flow reports. You will learn about working with bank accounts (including how to handle PayPal & Square), reconciling accounts, using other account types (credit cards, loans & fixed assets), entering sales information, receiving payments & making deposits, generating customer statements, entering & paying bills, downloading bank & credit card activities, issuing 1099s, & memorizing transactions. The later series covers, running related financial reports, analyzing financial data, setting up inventory, tracking & paying sales tax, tracking time, customizing forms & letters, & overview of advanced features (syncing contacts, sharing file electronically with accountant, exporting to Excel, using the Doc Center, entering budgets, & technical suggestions when you have problems). Trainer is a CPA & QuickBooks ProAdvisor. Includes manual.

Understanding Payroll, Payroll Taxes, Record & Functions in QuickBooks

Date: Tuesday, December 4, 2018
Time: 8:30am - 12:00pm
Cost: \$50 per person prepaid, \$60 at the door (Pre-registration is required)
Location: Butte College SBDC, 2480 Notre Dame Blvd, Chico

This workshop includes State & Federal laws & regulations regarding business payroll functions, & the necessary recordkeeping needed to comply with these requirements. Example of processing payroll functions will be demonstrated with the use of QB, & discussion on e-filing both payroll taxes & forms out of QB. A QB "how to" payroll manual & handout on the payroll function will be distributed. The trainer is a CPA & QB ProAdvisor.

For additional information, please call, fax, mail, stop by, or log onto: www.buttecollegesbdc.com
Butte College Small Business Development Center, 2480 Notre Dame Blvd., Chico, CA 95928
(530) 895-9017 Phone ■ (530) 566-9851 Fax

Register Today! Please call, register online or make check payable to Butte College SBDC and mail or drop off registration form (one per person) with payment (cash, check, or credit card) to: Butte College SBDC, 2480 Notre Dame Blvd., Chico, CA 95928.

QuickBooks Series (I, II, III, & IV) - November 6, 13, 20, & 27, 2018; Payroll Taxes & Records in QuickBooks - December 4, 2018

Name _____ Business Name _____

Phone _____ Address _____

City _____ State _____ Zip _____ Email _____



Funded in part through a cooperative agreement with the U. S. Small Business Administration (SBA). All opinions, conclusions or recommendations expressed are those of the author(s) & do not necessarily reflect the views of the SBA or HSU Sponsored Programs Foundation.



SBDC programs are nondiscriminatory and available to individuals with disabilities. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Sophie Konuwa, director, 2480 Notre Dame Blvd., Chico, CA 95928, konuwaso@butte.edu, (530) 895-9017.

